

U.S. District Court - District of Arizona

Electronic Case Filing

CM/ECF



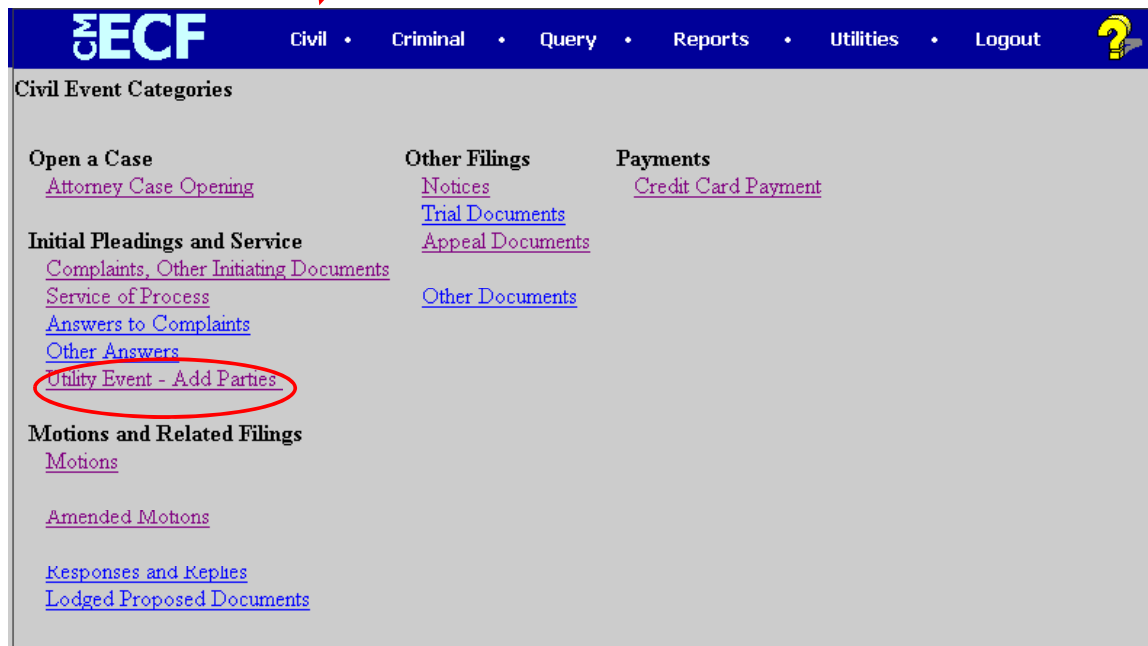
Version 3.0 Utility Event

Add Parties

Utility Event - Add Parties

Note: You will use this event to add parties to your case after your initial case opening.

Step 1: Click <Civil> on the [blue](#) menu bar at the top of the ECF screen. The Civil Event Categories window opens, displaying all of the categories and subcategories you may choose for your filing. Click <[Utility Event - Add Parties](#)>.



Step 2: From the drop down menu, click on <Utility Event for Adding Parties to highlight it, then click <Next>.



Step 3: Enter the case number, then click <Next>.

The next screen is a validation screen, with the full case number, so if correct, click <Next>. If incorrect, use your back button to return to the screen where you can enter the correct case number (see Step 3).

Step 4: In the Last/Business name field, type the first few letters of the last name of the individual or business name of the party you wish to add, then click <Search>.



ECF Civil • Criminal • Query • Reports • Utilities • Logout ?

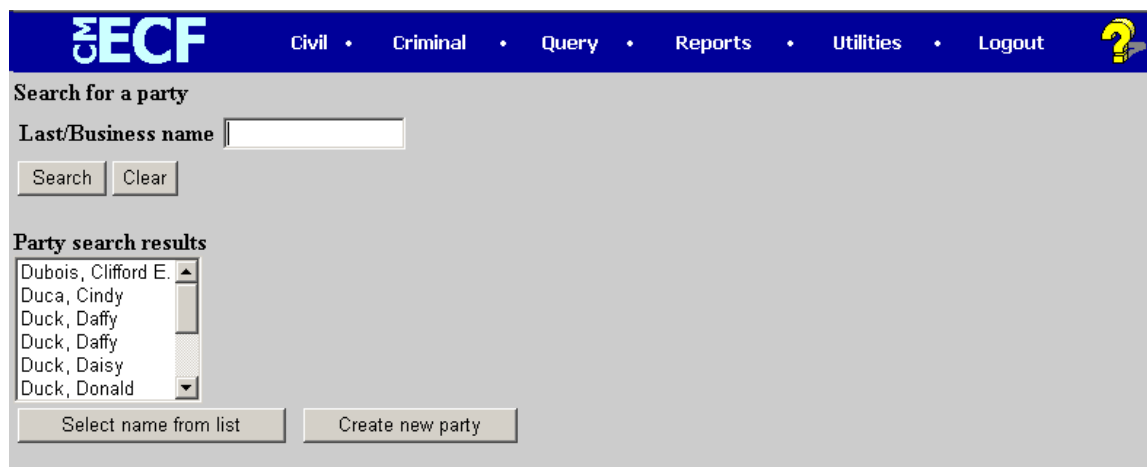
Utility Event - Add Parties
[2:07-cv-01202-MHM Squirrel v. Badenow](#)
APPEAL, CREDIT_CARD, HABEAS, STD

ADD PARTY AND SELECT APPROPRIATE PARTY ROLE.

Search for a party

Last/Business name

Step 5: After you click on the <Search> button, the system will look for any matches to your party name entry. If a match is found, the results will display in a new window. Scroll down the list of names to search for the party to your case. If you find a name that matches the party to your case, click on it and then click on the <Select name from list> button. If you do not find a name that matches the party to your case, click on the <Create new party> button.



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Search for a party

Last/Business name

Party search results

Dubois, Clifford E.
Duca, Cindy
Duck, Daffy
Duck, Daffy
Duck, Daisy
Duck, Donald

Step 6: Enter party specific information on this screen. Enter the **Party name** (if you selected <Create new party>), **Role** and **Party text**. For a company, enter the entire company name in the Last Name field. IMPORTANT: The role type defaults to Defendant. Be sure to enter the proper party role from the drop down menu. "Party text," if any, **MUST** be added to enter additional descriptive party information. For example, if a company name is added, party text might be "A California corporation." **Do not enter any other information on this screen, including address, phone or e-mail information.**

Party Information

Last name First name

Middle name Generation

Title

Role Pro se

Prisoner Id Office

Unit Address 1

Address 2 Address 3

City State Zip

County Country

Phone Fax

E-mail

Party text

Start date

Alias... Corporate parent... Review... Add all aliases and corporate parents before clicking the Submit button.

Submit Cancel Clear

- To add an alias or corporate parent to the party in the case, simply click on the <Alias> button or the <Corporate parent> button at the bottom of the above screen. A new screen will display to allow you to perform another party name search in the system.
- When you are finished entering party information, click <Submit>.
- Repeat the add/create new party sequence for each additional party.
- **All named parties must be entered.** When **all** of the named plaintiffs and defendants have been entered, click <End party selection>.

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Submit New Case

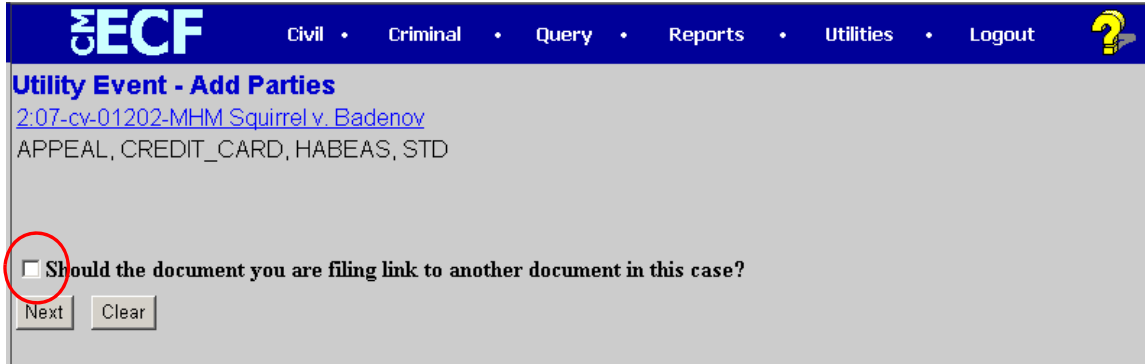
Search for a party

Last/Business name

Search Clear

End party selection

Step 7: Since you are using this event to add parties not originally added during your case opening, place a check mark in the box to link your additions to the initiating document, then click <Next>.



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☐ Should the document you are filing link to another document in this case?

Next Clear

Step 8: Place a check mark next to the document you wish to link your additional parties to, then click <Next>.



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Select the appropriate event(s) to which your event relates:

- ☐ 02/01/2007 [1](#) COMPLAINT, filed by Rocky Squirrel. (Attachments: # (1) Civil Cover Sheet) (atty2)
- ☐ 02/01/2007 [2](#) SUMMONS Returned Executed by Rocky Squirrel. Boris Badenov served on 2/1/2007, answer due 2/21/2007. (atty2)
- ☐ 02/12/2007 [3](#) COUNTERCLAIM against Rocky Squirrel, filed by Boris Badenov.(atty2,)
- ☐ 02/12/2007 [4](#) CROSSCLAIM against Rocky Squirrel, filed by Boris Badenov.(atty2,)
- ☐ 02/12/2007 [5](#) THIRD PARTY COMPLAINT against Boris Badenov, filed by Rocky Squirrel. (atty2,)
- ☐ 02/12/2007 [6](#) AMENDED CROSSCLAIM re: [\[4\]](#) Crossclaim filed by Boris Badenov against Rocky Squirrel, filed by Boris Badenov. Related document: [\[4\]](#) Crossclaim filed by

At this screen, you will have no further opportunity to modify your docket text:

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Docket Text: Final Text
***Party Sneezy added. re [1] Complaint (atty2,)

Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.

Step 9: Click <Next> to receive your Notice of Electronic Filing (NEF).

Notice of Electronic Filing:

APPEAL, CREDIT_CARD, HABEAS, STD

U.S. District Court
DISTRICT OF ARIZONA

Notice of Electronic Filing

The following transaction was entered by atty2, on 4/19/2007 at 3:52 PM MST and filed on 4/19/2007

Case Name: Squirrel v. Badenov
Case Number: 2:07-cv-1202
Filer:
Document Number: No document attached

Docket Text:
***Party Rocky Squirrel added. re [1] Complaint (atty2,)

No public notice (electronic or otherwise) sent because the entry is private

Since you only added parties, you will NOT receive email notification of this entry.